

**STAFFING COMMITTEE  
MEETING MINUTES – November 13, 2013**

1:00 p.m. – Selectmen’s Meeting Room, 63 Main Street, Northborough, MA

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Members Present: Dawn Rand, Selectman  
Bill Pantazis, Selectman  
Elaine Kelly, Chair, Appropriations Committee  
Richard Smith, Financial Planning Committee  
Susan LaDue, Personnel Board – arrived at 1:20 pm  
John Coderre, Town Administrator

Absent: Kimberly Foster, Assistant Town Administrator

Also Present: Fred Lonardo, Inspector of Buildings/Zoning Enforcement Officer  
June David-Fors, Family & Youth Services Director

No press was present.

The meeting was called to order at 1:00 p.m.

Approval of Minutes

Mr. Pantazis moved the Committee vote to approve the minutes of the October 30, 2013 meeting; Ms. Kelly seconded the motion; all members voted in favor.

Presentation by Inspector of Buildings/Zoning Enforcement Officer

Mr. Lonardo informed the Committee that the Departments of Building, Board of Health, Plumbing, Gas and Electrical currently employ two full-time administrative assistants. Mr. Lonardo reviewed the permitting process where each permit application must be processed, checked, verified, reviewed, inspected, as-built reviewed and issued either a certificate of occupancy or a certificate of compliance. He also reviewed the day-to-day service demands of the departments.

Mr. Lonardo informed the Committee that for all of the departments collectively, he and the Health Agent are requesting one additional full-time administrative assistant.

Mr. Coderre provided an organizational chart and a personnel summary for the above-mentioned departments. He informed the Committee that the Health Agent will make a presentation at the Committee’s next meeting. He also indicated that Town staff is looking into an integrated multi-department permitting software program that will create a more user-friendly permitting process and reduce the amount of time required by staff.

Presentation by Family & Youth Services Director

Ms. David-Fors reviewed the timeline of changes within the department and how, over the years, the downsizing of staff has affected the department. She spoke about the contributing factors that have resulted in a continuous increased need for their services and the impact that they have had on the limited level of staffing in the department. She also spoke about the efforts of the department to address this increased need for services with the limited staffing in place.

Ms. David-Fors reviewed the programs and services provided by the FYS Department, adding that without additional staffing, the department is unable to provide as much preventative and proactive services.

In summary, Ms. David-Fors expects the need for services to continue to grow, given the economy. She requested that the Committee consider adding back a part-time Assistant Director, which would help to expand the department's capacity to provide counseling services to Northborough residents in need.

Following the presentation and several questions and comments from members of the Committee, Mr. Coderre reminded the Committee that this is a discretionary service, one of which some surrounding communities do not provide. He reviewed some additional background information leading to the decision to downsize the department back in 2005.

Mr. Coderre stated that the primary charge of the FYS Department is to provide crisis intervention services and limited counseling to those that have no other resources. He added that the FYS Department should act as a bridge and a referral program to get someone from a crisis situation to something more appropriate, such as counseling through a state agency or through individual health plans.

In response to a request from Ms. Rand, Mr. Coderre will add the State's Residential Assistance for Families in Transition Program to the annual legislative priorities letter.

Next Meeting Date

The next meeting date will be Wednesday, December 4, 2013, at 1:00 p.m.

Other Business

None.

Executive Session

At 2:15 p.m., Ms. Kelly moved the Committee vote to enter into Executive Session pursuant to Massachusetts General Laws, Chapter 30A, Section 21, Subsection 3 (collective bargaining/litigation) due to the Chair's determination that a discussion regarding this matter in an open meeting may have a detrimental effect on the position of the Committee; Mr. Pantazis seconded the motion; the roll call vote was taken as follows:

LaDue	"aye"	Pantazis	"aye"
Smith	"aye"	Rand	"aye"
Kelley	"aye"		

Adjournment

3:05 p.m. – Ms. Kelly moved the Committee vote to adjourn; Mr. Pantazis seconded the motion; all members voted in favor.

Respectfully submitted,

Diane Wackell  
Executive Assistant

Documents used during meeting:

1. November 13, 2013 Meeting Agenda
2. October 30, 2013 Staffing Committee Meeting Minutes
3. Information packet – Inspector of Buildings/Zoning Enforcement Officer Presentation
4. Information packet – Family & Youth Services Presentation